INSTALLATION PERSONNEL ADMINISTRATION CENTER

MAGTFTC, MCAGCC

TWENTYNINE PALMS, CA

IPAC
Twentynine Palms

MISSION

MAGTFTC ORGANIZATION

UNIT SPONSORSHIP

IPAC ORGANIZATION

EXTERNAL SUPPORTING SECTIONS

UNIT DIARY BREAKDOWN

OPERATION ENDURING FREEDOM / IRAQI FREEDOM

CURRENT INITIATIVES

CRITICAL ELEMENTS TO SUCCESS

LESSONS LEARNED

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MISSION

To provide effective and efficient centralized personnel administrative support to all tenant commands, commanders, Marines, and family members aboard MAGTFTC MCAGCC.

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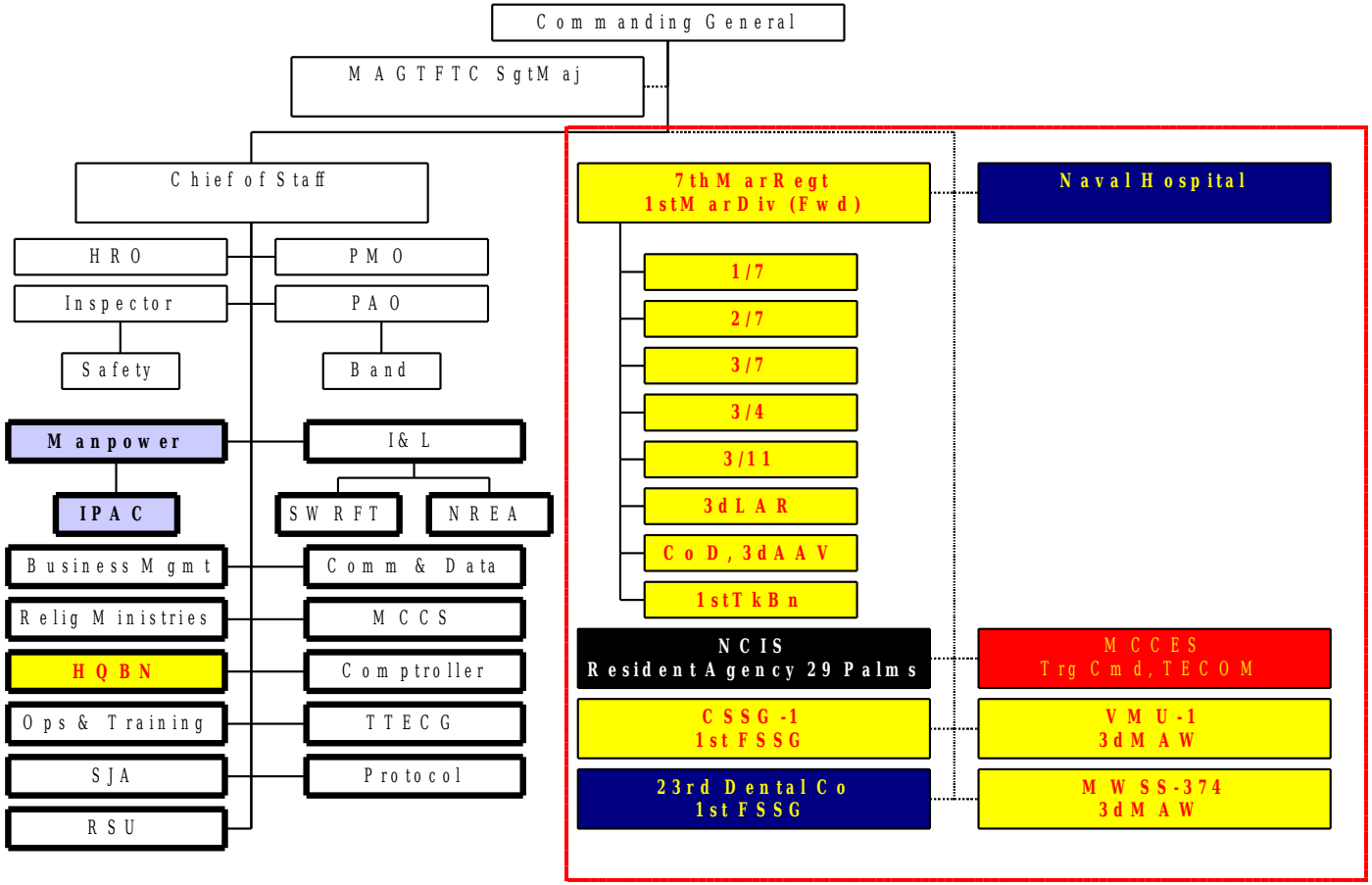
MAGTFTC ORGANIZATION



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UNIT SPONSORSHIP

PersO / SNCO Point of Contact
"Pride in Ownership"

CWO2 Field
SSgt Brown

WO Adams
SSgt Bradley

WO Adams
SSgt G. Mack

WO Adams
SSgt D. Mack

WO Kosa
SSgt Simon

CWO2 Field
SSgt Busby

WO Barrientos
SSgt W. Stanley

CWO2 Field
SSgt J. Stanley

CWO2 Field
GySgt Washington

WO Barrientos
SSgt Pacheco

WO Kosa
SSgt Jackson

WO Barrientos
SSgt Lee

GySgt Cook
SSgt Silva

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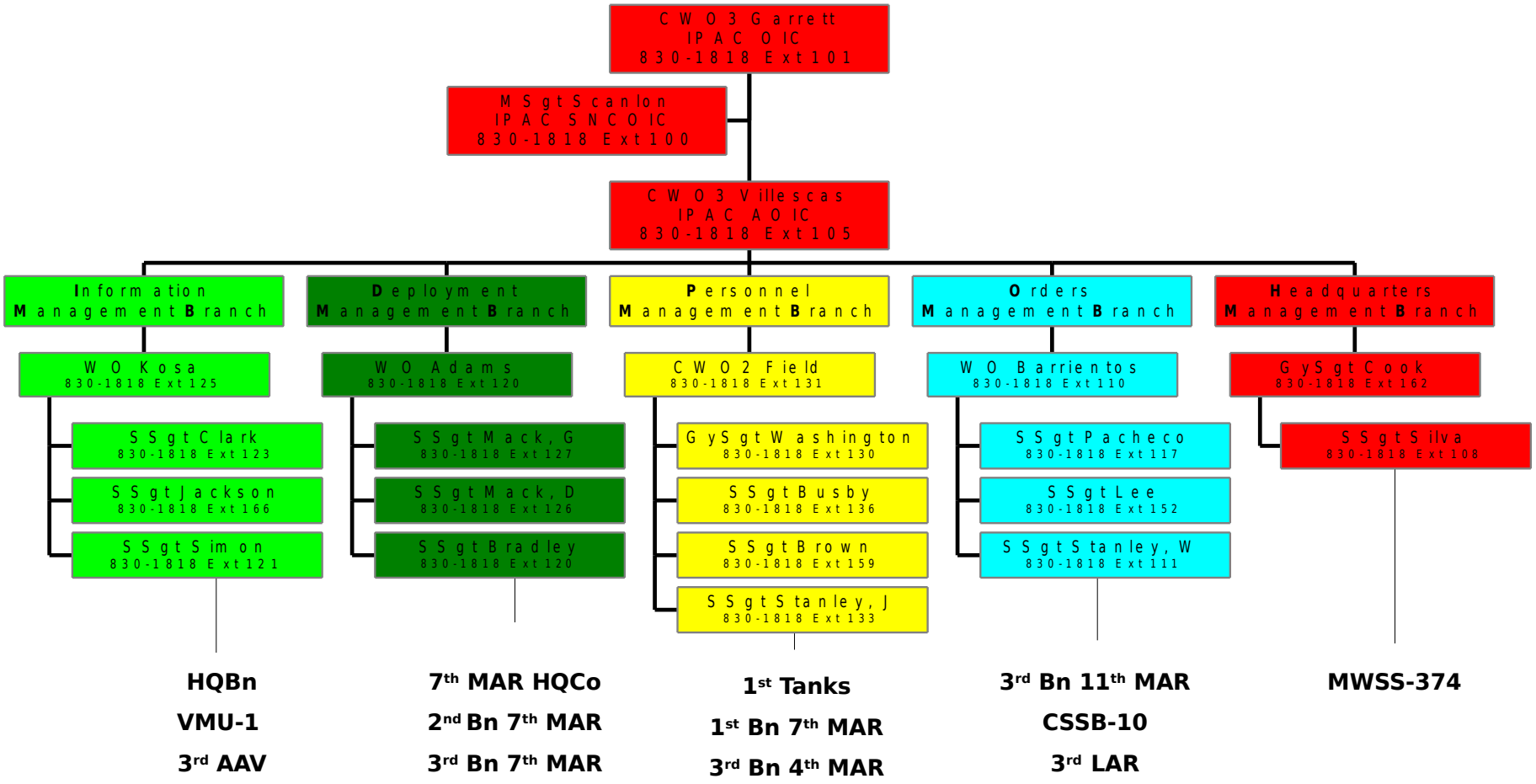
IPAC ORGANIZATION CHART



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BASIC BRANCH FUNCTIONS & RESPONSIBILITIES

Personnel **M**anagement **B**ranch

- Joins / Attachments
- 1st / 2nd Stage Audits
- Pay

Deployment **M**anagement **B**ranch

- Contingency / UDP
- Reporting Deployed Entitlements
- Managing OMB / SMB "Reachback" Accounts
- 24/7 Operations

Headquarters **M**anagement **B**ranch

- Helpdesk / PARS
- Legal
- Leave
- General Administration

Information **M**anagement **B**ranch

- Tri-annual Audits
- Training
- Promotions
- Awards
- SRB Maintenance / Accountability
- Dependent add / loss

Orders **M**anagement **B**ranch

- PCS / PCA Orders
- Separations
  - EAS
  - Administrative Separations
  - Transfer FMCR

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“When you get here”

Personnel
Management
Branch
Joins / Augs

“While you’re here”

Headquarters
Management
Branch
Legal / Leave

Information
Management
Branch
Marriage / Divorce
Promotion / Training

Deployment
Management
Branch
Deploy pay & entitlements
UDP / OIF / OEF

“When you’re leaving”

Orders
Management
Branch
PCS / PCA Drops

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EXTERNAL SUPPORTING SECTIONS

- IT
  - ASAP maintenance and updates
  - Implementation of BCP
  - Automated Check in / Check out
  - Web Initiatives and server management
  - ODSE and ASAP Training
- AAU
  - Internal Control Review
  - CGI and MCAAT training for supported units

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UNIT DIARY BREAKDOWN

Unit Diaries for 2003

Monthly Average	**396**
Total	**4,748**

Diary Transactions for 2003

Monthly Average	**42,912**
Total	**514,948**

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OEF/OIF

Deployed approximately 8000 Marines
Attached 1 Reserve Battalion
Attached 2 Reserve Companies
Reach Back Administration
- SMB Account
- Telephone
- SIPR Account

24 hour operations

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MAGTFTC PERSONNEL SUPPORTED

(Current as of 2 March 2004)

Personnel in CONUS (MAGTFTC)	5,859
Personnel deployed in support of OIF II	3,870
Reservists attached in support of OIF II	170
Personnel deployed UDP / MEU	547
Total	10,446

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CURRENT INITIATIVES

Implementation of

- BCP
- Electronic Check-in / Check-out
- Ensuring we continue to have “Buy-in” at the unit level
- AAU
- On-line SOP and Combat Center Order

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CRITICAL ELEMENTS TO SUCESS

- SOP that it is easy to read and is utilized
- “Pride in Ownership”
- “Buy-in” from Commanders and Staffs
- Continuous Training
- Holding units accountable and insuring that units hold IPAC accountable

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LESSONS LEARNED

- Separate legal section
- Separate deployed section
- Can not solely rely on units to provide information
- Automation requires continuous training to maintain confidence / credibility among tenant commands
- Allowing OICs / SNCOICs to “lead” their respective sections helps to ensure “Pride in Ownership” which, in turn, promotes creativity and initiative

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LESSONS LEARNED (CONT)

- Personnel Administration reporting requirements remain the same
- 0193 Local Occupational Field Sponsor
  - Train 0193's in IPAC business practices
  - Assign 0193's to tenant commands
- OMB critical for deployed section
- 24/7 operations in IPAC during contingency operations

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IPAC COURT YARD

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BLDG 1450

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SEPARATIONS

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SRB

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Questions ?